



TOWN OF LAKE PARK

Office Assistant

This position will be based in the Finance Department, but will provide administrative support to all Town Hall departments pursuant to assignment as needed. Under the direct supervision of the Department Director to which this position is assigned, this position will perform the duties of an Accountant I, Community Development Technician or Administrative Assistant by performing cashier and other financial record keeping tasks; preparing Community Development Department customer-related tasks and permit transmittals; coordinating meetings; requisitioning supplies; coordinating direct mailings; and, working on special projects. This position will also provide technical assistance to other departmental personnel and interact with a diverse group of important external callers and customers as well as internal contacts at all levels of the Town organization. High school diploma or GED, supplemented by a minimum of five years of responsible work experience in bookkeeping using a computerized accounting software program and clerical work in a complex administrative capacity are required. Must be proficient in Microsoft Word, Excel and Outlook. Pay range: \$17.32 to \$27.34 per hour. **Deadline for Receipt of Applications: 5:00 p.m. on March 11, 2016. Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.**